# IPP Planner V 6.5

# Sunchild School

# User Manual

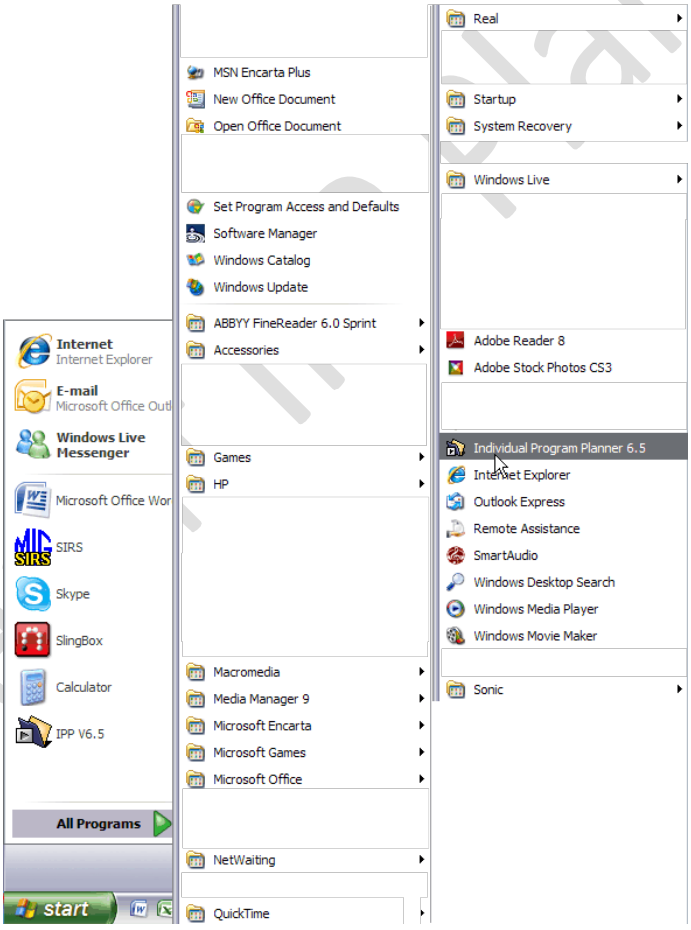
Brandt IPP Planner

# Accessing Brandt IPP Planner

There are two different ways to access Brandt IPP Planner V6.5:

a) From your desktop, move your mouse over the icon labeled either *IPP Planner V6.5* or *IPP V6.5*. Double-click on the icon and it will automatically launch the program.

b) Move your mouse to the start menu, click on all programs, and then click on Individual program Planner 6.5.




*Start → All Programs → Individual Program Planner 6.5*

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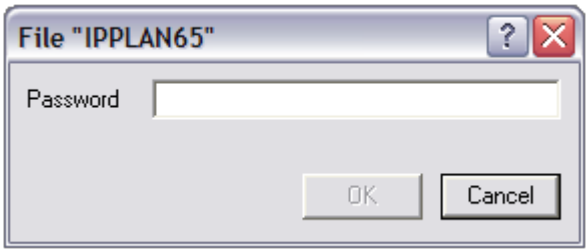
When the program starts, it will ask you for a password.  Contact your system administrator for the password to access the system.

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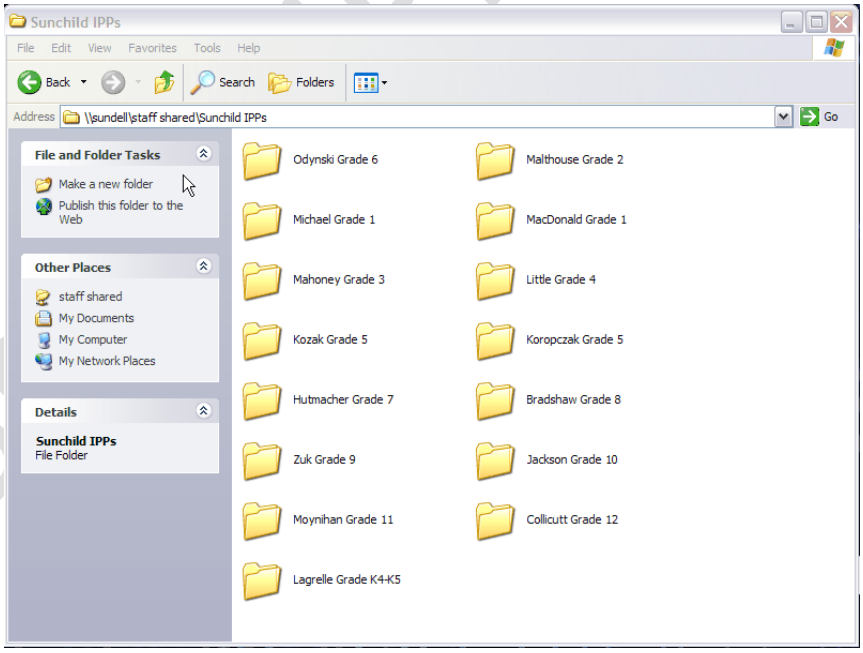
# Saving the New/Revised Student IPP

When you are finished creating / revising a student record, you need to save it to the file server. This will allow teachers to have access to every student IPP from any computer with the IPP program installed. To do this, you must navigate to the *File* menu and click on *Export Records*:

A new window will pop-up and ask where you want to save the new record. Navigate to the staff shared directory on the network. On staff shared there is another directory called Sunchild IPPs. When you open this directory, you will see a list of all homeroom teachers. Choose your folder.




When you save the student record use the following format for the filename:

**LastnameFirstnameSchoolYear**

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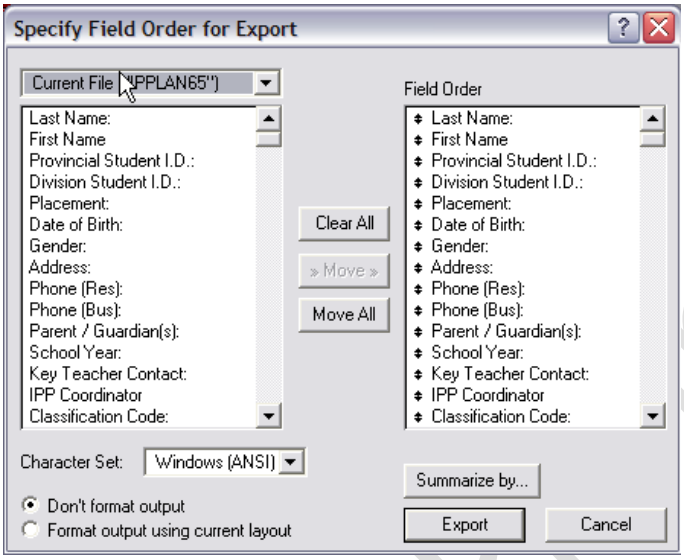
Make sure there are no spaces in the filename. For example, if you were working on an IPP for a student named Billy Idol for the current school year, you should save the file as:

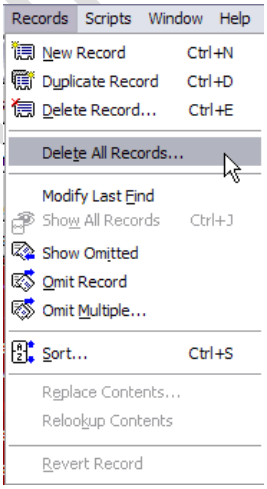
**IdolBilly0708**

After you have named the file, click *Save*. You will now get another pop up:




You do not need to change anything here so only hit *Export*. You have now saved the file to the server.

You now need to delete the duplicate record that was created on your local had drive when you saved the file to the server. To do this, choose the *Records* tab on the top bar and select *Delete All Records*.




A pop-up will alert you that you will be deleting the records from the computer's hard drive. Select the *Delete* option to erase the hard drive.

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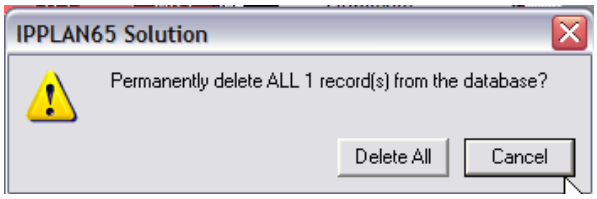
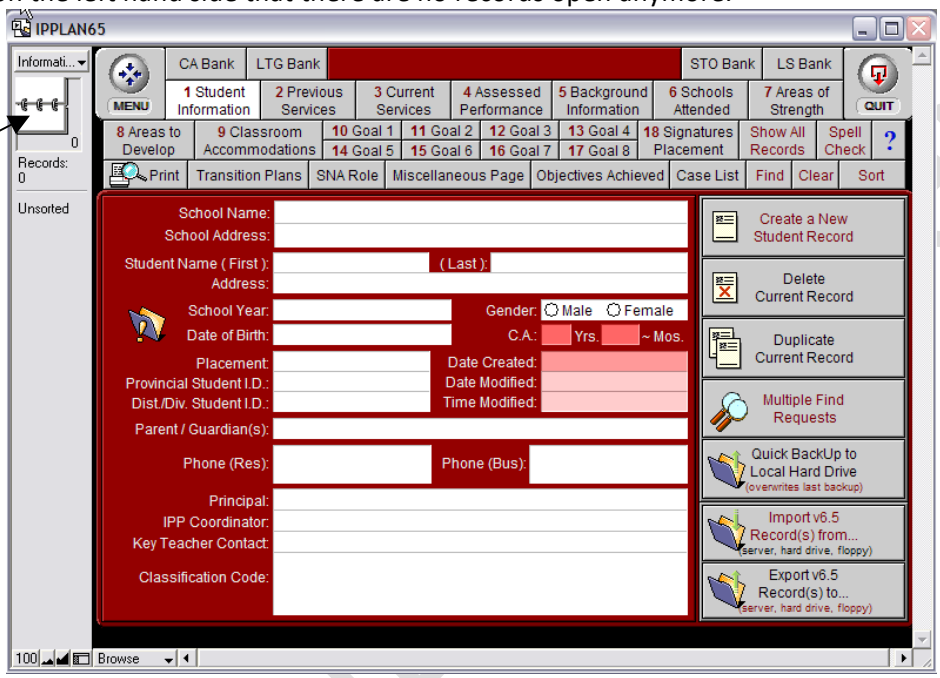



You will see on the left hand side that there are no records open anymore.

There are no records in the database.




You have now successfully saved the student record to the file server and have cleared the record from the local hard drive.

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# Opening a Previously Saved IPP

To open up a previously saved IPP from the file server, you first need to start the IPP program. From the *File* menu, click on *Import Records* and then select *File*

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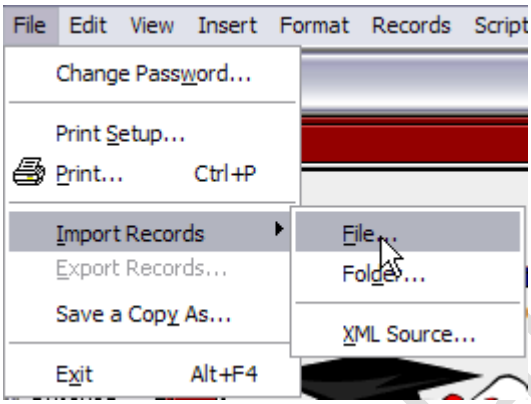
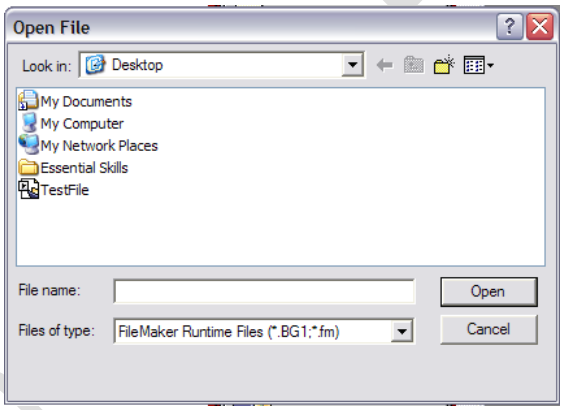



You should see the next pop-up:




Navigate to the staff shared, IPP folder, and then your homeroom and the IPP you want to modify (e.g., \\sundell\staff shared\Sunchild IPPs). Click on the file you wish to use and the following pop-up will appear.

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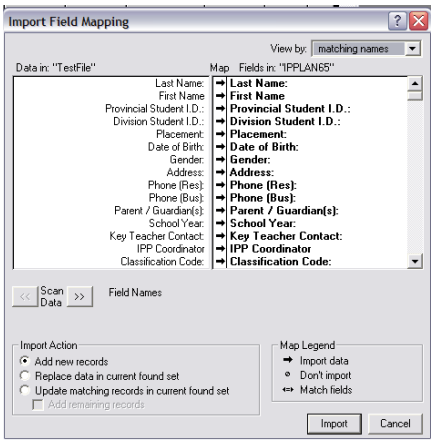
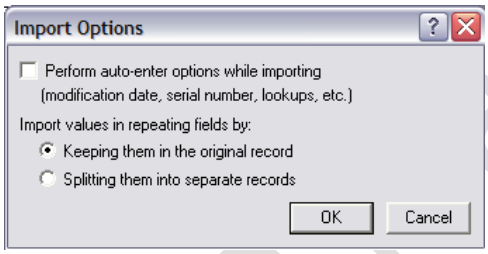



From here all you need to do is click on *Import*. Another pop-up will be displayed as follows.




Ignore the radio buttons and just click on *OK*. The file is now loaded into the program ready to be modified.

**When you have finished updating the file, follow the procedures under Saving the New/Revised Student IPP to save the file to the file server.**

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